

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officer
All Agencies

DATE: January 5, 2009

FROM: Louise M. Anderson
Associate Controller - Operations

SUBJECT: Open Invoice Report Reminder CFO 09-04

Each week the Open Invoice Report is posted on the Controller's website for agency review. Invoices listed on this report are in pending status and cannot be paid without further action. The following should be completed by each agency on a weekly basis:

1. Go to the Controllers' website: <http://controller.admin.ri.gov/Communications/index.php>

2. Click on "Open Invoice Reports" (updated first business day of each week)

3. Open "RI Open Invoice Report" (Excel file)

4. Sort the report by agency; review all invoices for your agency and take action as follows:

- **"Qty Rec"** hold means the invoice is for more than the agency has received. The agency must receive against the PO in order for the invoice to be paid. Once you have received enough to cover the invoice, notify the person listed in the "Full Name" column and tell them you have resolved the issue.

- **"Qty Ord"** hold means the invoice is for more than the PO has remaining. Either a change order must be completed to increase the PO or the invoice must be reduced to the approved quantity. In either case, please notify the person listed in the "Full Name" column to let them know how the invoice hold will be resolved.

- **"Next Approver"** lists a name if the invoice is pending approval. This person needs to approve the document in RIFANS in order for it to be paid.

- **"Insufficient Funds"** hold means there are not enough funds available in the account being used to cover the invoice. Until this is fixed, the invoice will not be paid.

- **"SFA-12"** hold means that a capital asset account has been used, but no SFA-12 form has been electronically attached to the invoice. Please email the completed form to the person listed in the "Full Name" column; the form is available on the Controller's website under "Capital Assets".

- **"Rejected" under "Approval Status"** invoices should be reviewed and cancelled if necessary; you may also contact the person listed in the "Full Name" column to help resolve any issues.

- Invoices created at the agency level (non-rolled out agencies) should also review invoices without agency numbers, but with an agency employee listed in the "Full Name" column.

NOTE: Any invoice more than 60 days from creation date that has not been resolved will be cancelled, unless you forward a request to Liz Wolfenden or myself asking for the invoice to remain in the system.

If you have questions about the report or how to access it, please call my office at 222-2704.

Thank you for your cooperation.

Louise M. Anderson
Associate Controller – Operations